



City of Gulfport, Mississippi
Job Description

Fire Inspector (FIIN)

Department: 290 - Fire

EEO Class: Protective Service Workers

Date Revised: 2 3 12

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Fire Inspector conducts on-site inspections of buildings and premises for compliance to with all applicable codes and city ordinances, assists in reviewing plans for proposed building projects. Assist with fire educational programs, assists in fire investigations to determine origin and cause. Employees in this classification perform field inspections of new and existing structures and facilities, or those destroyed or damaged by fire of known or unknown cause or on the basis of complaints, filed or reported.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Performs inspections and insure compliance to all current adopted City ordinances relating to fire and life safety issues.
- Review plans for new construction projects involving commercial and multi-family residential for code compliance.
- Maintains records as they relate to building inspections, water flow test information and fire incident reporting.
- Determines the cause of the fire, locating the origin of a fire and determines whether the fire was accidental or intentional by examining and collecting evidence at the scene. If accidental, makes recommendations to prevent reoccurrence.
- Works as a team or as an individual to determine cause, suspects and build a solid case for prosecution.
- Provides a written, detailed report according to the National Incident Reporting System [NIRS].
- Enforces all Federal, State and local laws pertaining to fire prevention and deal with all areas of fire safety including all public relations and educational efforts for public fire prevention and safety on behalf of the City.
- Investigates and determines the cause of all fires occurring within the City.
- Responsible for the compilation of data concerning fires and emergency runs within the City as well as the compilations of the monthly and yearly reports.
- Inspects all business places, public buildings and factories for fire hazards within the city limits.

- Studies new products and materials on market for their characteristics in storing, or in combating them when involved in a fire.
- Investigates complaints of possible violations of codes, ordinances and fire hazards.
- Maintain appropriate records, files and progress reports on work accomplishments; ensures records are kept according to departmental guidelines, accepted record keeping practices and legal requirements.
- Works with Fire Marshall, Mississippi State Rating Bureau, Insurance Adjusters, State Fire Marshall's Office, Health Department, Police Departments and Private Citizens.
- Assists with setting up and teaching fire safety education classes.
- Helps schools, hospitals, factories, and public assembly places set up fire drills and evacuation plans.
- Acts as firefighter in emergency situations and while conducting fire investigations.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Has considerable knowledge of the geography of the city and surrounding areas, including the location of streets, hydrants, and major fire hazards.
- Possesses understanding of the structure, functions, and operational procedures of the fire department.
- Knowledge of legal requirements for record retention, freedom of information requests, and community right-to-know.
- Considerable knowledge of inspection and enforcement procedures and legal responsibilities.
- Considerable knowledge of portable fire extinguishers, fixed fire extinguishing systems, automatic fire sprinkler systems, standpipe and hose systems, water supply systems, and automatic and manual fire alarm systems.
- Understands principles of electricity, materials storage, welding and cutting, application of flammable finishes, dip tanks, dry cleaning, dust hazards, and heating and cooking equipment.
- Ability to identify requirements relative to fire drills that are required within the jurisdiction and how to conduct or evaluate fire drills in various occupancies and human behavior during fires and emergencies.
- Possesses extensive knowledge of classifications, properties, labeling, transportation, storage, handling and use of flammable/combustible liquids, fireworks, and explosives, compressed and liquefied gases, flammable solids, toxic materials, oxidizers, radioactive materials, and other regulated materials.
- Knowledge or experience with fire alarms, sprinkler systems, standpipe systems and suppression systems.
- Must be able to secure legal descriptions of property.

- Ability to establish and maintain working relationships with fellow employees, outside agencies and the general public.
- Able to analyze situations quickly and objectively.
- Ability to prepare clear comprehensive oral and written reports.
- Has knowledge of various computer applications, word, excel, databases, etc.
- Able to work effectively under stressful conditions.
- Able to read and interpret a variety of maps, plans and diagrams.
- Able to work prolonged periods of time in complex combinations of extreme weather conditions, extreme and sudden change of temperature, panic inducing atmospheres, blindness in unknown surroundings and unnatural atmospheres.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school diploma or equivalent. Two (2) to four (4) years of previous fire related experience

Required Licenses or Certificates

Must possess a valid Mississippi driver's license. Certifications of training, including: SBCCI, NFPA, etc. Fire Inspector 1031 Level I – II, Fire Investigator 1033, NIMS Information and related courses.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements involves frequent walking, standing, some lifting and carrying objects of light to heavy weight of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.

When performing actual fire cause investigations or other fire prevention activities, incumbents will be required to work outdoors in a variety of weather conditions; may have to move debris and other materials using hand and power tools; may have to walk over rough, uneven or unstable surfaces; work at heights greater than 10 feet; climb ladders; wear fire protection gear and/or equipment necessary at a fire scene; work in small, cramped areas; bend or stoop repeatedly sometimes over a period of time; stand or walk for extended periods of time and use arms above shoulder level.

When not performing duties in the field, incumbents work in an indoor office

setting and are required to enter data using computer equipment; required to produce written documents using proper grammar, punctuation and spelling; use graphic instructions, blueprints and layouts when checking for code compliance; may sit for extended periods of time with the ability to move at will.